

# Appeals Checklist

## HAVE YOU?

1. Filed the Intent to <u>Appeal</u> on RLS web site within 10 days of receiving your pdf summary rating report	
2. Filed the Evidence of <u>Appeal</u> within 30 days of receiving your pdf summary rating report	
3. Written on your Appeal Form, "Please look at the entire record. In particular, please look at: _____."	
4. Selected ALL relevant appeal premises on RLS	
5. Uploaded narrative and documentary "Evidence" in RLS supporting the appeal premises selected and	
<p>A. Looked at each component on each observation where you had a low score to see if the evidence justifies the score</p> <ul style="list-style-type: none"> <li>• Challenged all specific component scores that do not correspond to the descriptors in the Framework using narrative or other evidence and citing specific problems with the evaluator's interpretation of the Framework</li> <li>• Uploaded documents like student work, lesson plans or other documents to demonstrate why particular observation scores are inappropriate</li> </ul>	
<p>B. Looked for missing evidence on components with low scores</p> <ul style="list-style-type: none"> <li>• Challenged these specific component scores by providing additional evidence</li> </ul>	
<p>C. Looked for evidence that was ignored when scoring a component</p> <ul style="list-style-type: none"> <li>• Challenged these specific component scores by providing additional evidence or pointing out evidence that was not considered or ignored</li> </ul>	
D. Identified and shared narrative or other evidence showing that at any pre- or post-observation conferences there was not time provided for you to discuss the observation and share all of the evidence that you wished to be considered	
<p>E. Identified and shared narrative or other specific evidence of any bias or subjectivity on the part of the evaluator</p> <ul style="list-style-type: none"> <li>• Uploaded additional documents demonstrating evaluator's bias (i.e. emails, other feedback, notes from conversations, etc)., if applicable</li> </ul>	
F. Identified and shared narrative or other evidence of particularities of students or needs of the classroom that were ignored by the evaluator	

## Appeals Interviews: Tips and Suggestions

If you have filed an appeal, the Appeals Panel may contact you to arrange an interview. Please keep in mind that this is not part of the 'gotcha' process. The Panel doesn't interview in every case. They are contacting you because they're trying to understand your particular case better or because they need more information to help them make a determination on your appeal.

This is a genuine and unbiased opportunity for you to thoroughly explain facts you think are important and your interpretation of what happened... your side of the story. Make sure to tell the Panel members about any extenuating circumstances you think may have impacted your evaluation. This could include significant schedule changes, lack of textbooks, issues relating to inclusion, iEP's and co-teaching or any other factors you think may have had an effect on your observation/s.

You are welcome to bring your Union representative. This is your contractual right. This is not, however, the usual adversarial situation; your rep will basically be there to support you and perhaps ask a few questions on your behalf. It is your responsibility to contact your field representative and make arrangements for her/him to be there. Let the panel know as soon as possible if this requires an adjustment in the time of your interview.

The members of the Panel will have read your entire case. This includes all the narrative evidence presented by your evaluator/s, the written responses to the pre and post-conference meetings and any additional evidence you may have uploaded into Reflect and Learn. This may include but is not limited to grades, lesson plans and emails. They will have prepared questions, based on your particular evidence and ratings.

It will be to your advantage to read over all your materials including the notes from your evaluator/s to refresh your memory before the interview. This is especially important if you are appealing a 'second developing' rating where some of the information you may be questioned about is over two years old.

You should plan to allow up to 1.5 hours for the interview although many take less time.

Best wishes.